



Annual Performance and Salary Review 2006 Timeline

June 20 – July 15

- Employees write accomplishment reports and submit them to their supervisors.

Beginning July 10

- Supervisors review accomplishment reports and discuss any discrepancies with employees.
- Supervisors begin writing performance reviews.
- Supervisors and employees discuss and finalize goals & competencies for the next review period.

Months of August & September

- Supervisors obtain second-level reviews on the Evaluation Form.
- Supervisors and employees discuss performance for the past review period.
- Division/Section Heads submit overall performance ratings to HR.

October 2 – October 31

- Employees receive their performance evaluation and payroll authorization
- Division/Section Heads forward all completed performance reviews for all review-eligible employees to the Employee Relations and Labor Office